



**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service  
Authorized Federal Supply Schedule Price List**

On-line access to contracting ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for GSA Advantage! is: [gsaadvantage.gov](http://gsaadvantage.gov)

**OFFICE IMAGING AND DOCUMENT SOLUTIONS SCHEDULE  
FSC GROUP 36**

**CONTRACT NUMBER:**

**GS-03F-104CA**

**Period Covered by Contract:**

**SEPTEMBER 14, 2015 THROUGH SEPTEMBER 14, 2020**

**NORTHERN COUNTIES SECRETARIAL SERVICE, INC.**

**6139 157TH LANE NW  
ANOKA, MN 55303-4139  
PHONE: (763)427-0166  
FAX: (763)427-9259  
Website: [ncssinc.com](http://ncssinc.com)**

**Point of Contact:**

**Carol Lublin**

**Phone: (763)427-0166**

**Email: [clublin@ncssinc.com](mailto:clublin@ncssinc.com)**

**Bussiness Size:**

**Small**

**Woman Owned business**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://pub.fss.gsa.gov>.



## INFORMATION FOR ORDERING OFFICES

- 1a. Authorized Special Item Numbers (SIN's)**  
*Special Item No. 51-506 Document Conversion Services*
- 1b. Lowest Price:** Please See Page
- 2. Maximum order:** \$1,000,000.00
- 3. Minimum order:** \$100.00
- 4. Geographic coverage (delivery area):** Domestic
- 5. Point(s) of production (city, county, and state or foreign country):** United States
- 6. Discount from list prices or statement of net price:** Prices shown herein are Net (discount deducted).
- 7. Quantity discounts:** 8% discount after 100,000 typed lines. / 2% when \$300,000 in annual sales achieved by a single agency.
- 8. Prompt payment terms:** Net 30 ARO
- 9a. Government purchase cards are accepted below the micro-purchase threshold.**
- 9b. Government purchase cards are accepted above the micro-purchase threshold.**
- 10. Foreign items (list items by country of origin).** Not Applicable
- 11a. Time of delivery.** 30 ARO
- 11b. Expedited Delivery.** Contact Contractor
- 11c. Overnight and 2-day delivery:** Contact Contractor
- 11d. Urgent Requirements.** Contact Contractor
- 12. F.O.B. point(s).** Contact Contractor
- 13a. Ordering address(es):** 6139 157TH LANE NW  
ANOKA, MN 55303-4139  
PHONE: (763)427-0166  
FAX: (763)427-9259



**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

- 14. Payment address(es):** 6139 157<sup>TH</sup> LANE NW  
ANOKA, MN 55303-4139  
PHONE: (763)427-0166  
FAX: (763)427-9259
- 15. Warranty provision.** Not Applicable
- 16. Export packing charges, if applicable.** Not Applicable
- 17. Terms and conditions of Government purchase card acceptance:** Not Applicable
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).** Not Applicable
- 19. Terms and conditions of installation (if applicable).** Not applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** Not applicable
- 20a. Terms and conditions for any other services (if applicable)** Not applicable
- 21. List of service and distribution points (if applicable).** Not Applicable
- 22. List of participating dealers (if applicable).** Not applicable
- 23. Preventive maintenance (if applicable).** Not applicable
- 24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants.** Not applicable
- 24b. Section 508 compliance does not apply.**
- 25. Data Universal Number System (DUNS) number.** 189090848
- 26. Northern Counties Secretarial Service, Inc. is registered in the Central Contractor Registration (CCR) database.**



## PRICE LIST

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE OFFERED TO GSA
51-506	*Medical Transcription - Typing	65-char line	\$ 0.12846
51-506	*Medical Transcription -Editing	65-char line	\$ 0.09552